

Retention and Classification Report

Agency: Tremonton (Utah) (1182)

Tremonton Civic Center
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Tremonton, UT 84337
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Records Officer Darlene Hess

28174	Cemetery burial permits and information sheets
28219	Cemetery records
22342	City Council minutes
22341	City charter
27026	City council meeting background records
28177	Riverview Cemetery master plan

AGENCY: Tremonton (Utah)

SERIES: 28174

3

TITLE: Cemetery burial permits and information sheets

DATES: 1971-1993

ARRANGEMENT: Generally chronological by burial date.

DESCRIPTION:

This series contains records of individuals buried in the cemetery. They include primarily permits for the transit, burial, and disinterment of remains. The records also include information forms from mortuaries and copies of some Cemetery Monthly Reports of Deaths submitted to the Utah State Division of Health. The records were used by the cemetery as part of the legal requirements to document the disposition of human remains. The records contain such information as the name of the deceased, date and place of birth, date and place of death, place of residence, age at death, mortuary handling the remains, and the burial date. The mortuary information forms may also include the names of spouses and parents

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical as documentation of the burial of individuals in the cemetery.

AGENCY: Tremonton (Utah)

SERIES: 28174

TITLE: Cemetery burial permits and information sheets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28219

3

TITLE: Cemetery records

DATES: 1993-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains a variety of records documenting lot ownership and burials in the cemetery. It includes Information Sheets for purchase of lots and for burial of individuals, as well as printed database reports of ownership and burials in cemetery plots. The series contains copies of Cemetery Monthly Reports of Deaths submitted to the Utah State Division of Health, along with correspondence relating to ownership and burials. Information about plots includes names, addresses, and phone numbers of owners, along with location, date, and price of purchase. Information on burials includes name of the deceased with birth date and place, names of parents, death date and place, cause of death, age, burial date, and next of kin. Correspondence can be found throughout the series and relates primarily to the transfer of plot ownership or permission for burials in given plots. The database reports simply list the plot location, the owner's name, and the name of the individual buried in the plot if the plot is not vacant.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 03/07/2013

FORMAT MANAGEMENT:

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AGENCY: Tremonton (Utah)

SERIES: 28219

TITLE: Cemetery records

(continued)

APPRAISAL:

Administrative Historical Legal

This series has permanent administrative, legal, and historical value as documentation of plot ownership and identification of burials in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 22342

3

TITLE: City Council minutes

DATES: 1922-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Tremonton (Utah)

SERIES: 22342

TITLE: City Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Tremonton (Utah)

SERIES: 22341

3

TITLE: City charter

DATES: 1903-1963

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5). State of Utah certification of Notice of incorporation. Also contains Abstract of Title to the townsite and certain incorporation papers from 1903 through 1961. Approximately 62 pages.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: //

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APPRAISAL:

Administrative Historical Legal

AGENCY: Tremonton (Utah)

SERIES: 22341

TITLE: City charter

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 27026

3

TITLE: City council meeting background records

DATES: 1995-

ARRANGEMENT: alphanumerical by date and subject.

DESCRIPTION:

This series includes documents used as background information for business discussed at city council meetings. The records include copies of such things as financial data, easement agreements, annexation documents, correspondence, and land use documents. The records are used in the course of council business but are not filed with the minutes as part of the permanent record.

RETENTION:

Retain 1 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 44.

AUTHORIZED: 11/19/2008

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Tremonton (Utah)

SERIES: 28177

3

TITLE: Riverview Cemetery master plan

DATES: 1989-1992

ARRANGEMENT: None.

DESCRIPTION:

This series contains a four-page document prepared by the Women's Civic League, outlining recommendations for improvements to the Riverview Cemetery in Tremonton. The document addresses such issues as fencing, lighting, signage, an office/storage/restroom building, parking, and tree plantings. It includes a map showing proposed improvements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This series has permanent historical value as documentation of the planning process undertaken by the cemetery.

PRIMARY CLASSIFICATION:

Public